



8-50-1 Public Involvement

November 22, 2016

1.1 Originator

PDS / Communications

1.2 Introduction

This section has not yet been written

1.3 Process

1.4 References

J. Doe

11/22/2016

Author

Date

8-50-5 Resident and Local Business Contacts

November 22, 2016

5.1 Originator

Project Development Section

5.2 Introduction

This section has not yet been written

5.3 Process

5.4 References

J. Doe

11/22/2016

Author

Date

8-50-10 Mailboxes

January 22, 2017

10.1 Originator

Project Development Section

10.2 Introduction

This section provides guidance on addressing mailboxes that are in conflict with construction operations within the construction work zone.

10.3 Process

The project engineer should review the "Notes to the Engineer" for any mailbox related commitments on the project. Once completed, project staff should contact the postmaster well in advance of construction to verify project commitments.

Once verified with the postmaster, the project engineer should notify residents on the project of the need to remove their mailbox well before the start of construction. There should be ample time allotted for the removal of the mailbox. The MailboxRemoval.dotm form in the Statewide Pantry forms can be used to notify residents, or the notification can be included in project staff's initial notification to property owners.

Project staff should ensure that timeline specific notification has been provided to property owners by the contractor as required by [Standard Specification 107.11.1](#). It is important that the contractor provide a date by which the mailbox needs to be removed and provide the updated postmaster contact information to relay to property owners. Upon request, the contractor is required to furnish the engineer with copies of all notifications and final agreements.

Per [CMM 3-15.5](#), if mailbox owners have not removed the box by the time construction starts, it becomes the responsibility of the contractor to remove each mailbox carefully and place it on the owner's property. After construction is completed, it is the responsibility of the owners to reinstall the mailboxes if they wish to have direct mail delivery, regardless of who did the removal.

If the reinstallation presents a hazard to highway users or impedes roadway maintenance, the engineer should contact the owner, ask for prompt corrective action, and enter information about the contact in the field diary. If no corrective action is taken, contact the project manager and the local postmaster.

10.4 References

[Standard Specification 107.11.1](#)

[CMM 3-15.5](#)

[Highway Maintenance Manual 7-1-30](#)

Construction SWIG Review Team (see [SWIG 8-95-5](#))

Brandan Hager

1/22/2017

Author

Date

8-50-15 Landscaping Care

January 22, 2017

15.1 Originator

Project Development Section

15.2 Introduction

This section provides guidance and standard letters to address landscaping care within the construction work zone after a construction project.

15.3 Process

Near the completion of a construction project that has disturbed lawn areas, the project engineer will issue a Southwest Region Lawn Care Letter attached below to notify each adjacent property owner / resident of their responsibility for ongoing care of new lawn areas after a construction project is completed. The letter also provides advice on best practices for establishing strong and healthy grass in the restoration areas.

15.4 References

[Lawn Care Letter - La Crosse](#)

[Lawn Care Letter - Madison](#)

Construction SWIG Review Team (see [SWIG 8-95-5](#))

Barb Gassen

1/22/2017

Author

Date

8-50-20 Temporary Business Signing

November 22, 2016

20.1 Originator

SPO – Traffic / PDS

20.2 Introduction

This section has not yet been written

20.3 Process

20.4 References

J. Doe
Author

11/22/2016
Date

8-50-25 Construction Completion Notification

October 23, 2017

25.1 Originator

Region Communication Manager

25.2 Introduction

Project Development staff will provide project information to the Region Communications team after the construction work is complete on every project. The Region Communicatio Manager (RCM) will use this material to provide information to both internal and external stakeholders and the public.

25.3 Process

As soon as all punch list work is complete and the contract status is at “All Contract Work Complete”, the Project Manager or Project Engineer will fill out the [SW Region Project Completion Notification](#) and return it to the RCM. The RCM will begin the process of removing the project website shortly after the work wraps up.

Any inquiries from stakeholders about potential ribbon cuttings or grand openings should be referred to the RCM to discuss.

25.4 References

[SW Region Project Completion Notification](#)

Regional Communications Manager - Michael Bie, michael.bie@dot.wi.gov

Regional Project Website Coordinator - *currently vacant*

Steven Theisen
Author

10/23/2017
Date